

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7340    Leaves**

**References:**

Education Code Sections 87763 et seq. and 88190 et seq. and citations below  
Government Code Section 12945.6  
Labor Code Sections 245 et seq.

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service unit, administrators, supervisors and managers (Education Code Section 88197);
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210; Government Code Section 3558.8);
- leave of absence to serve as an elected member of the State legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.01, 87784.5, 88196.1 and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2) ;
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);

- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Government Code Section 12945.7 and Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700);
- sabbatical leaves for tenured faculty;
- leave for reproductive loss (Government Code Section 12945.6)

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. The maximum vacation accrual shall be fifty-four (54) days or four hundred and thirty-two (432) HOURS. No vacation will be earned beyond fifty-four (54) days or four hundred and thirty-two (432) hours. Employees are responsible for monitoring their vacation accruals and for ensuring that vacation requests are reasonably and timely submitted. Managers shall monitor employees' vacation accruals to ensure vacation is granted in a manner that is consistent with operational needs and submitted timely to avoid an accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

**Revised:** June 15, 2015 (Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)  
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**Revised:** November 13, 2017  
**Revised:** June 9, 2025